



# Manager Annual Review - QRG



**Logging in at a store or shared company computer**  
Click the Workday icon on your desktop to get started:



**Logging in anywhere else**  
Point your web browser to: <https://discounttire.okta.com>

Use your employee ID number to log in.  
**Forgot your password?** Follow on-screen instructions if you need help signing in.



## Manager Evaluation for Annual Review

**Inbox:** The **Manager Evaluation** task is assigned to you when the employee completes their Self-Evaluation. It is available via your Workday Inbox until you've completed and submitted it.

1. Now that the **Annual Review** activity has been launched for your Employee, their Self-Evaluation will be waiting for them in their Workday inbox. The Employee will complete their self-evaluation by rating and commenting on their Goal Achievements and IOOGA Capabilities.

Once the employee submits their self-evaluation, it will be sent to your Workday Inbox so that you may complete the **Manager portion**.

2. Go to your Workday Inbox and click the **Manager Evaluation** task in the **Action** column (on the left) for the Employee being reviewed.

Actions (2)	Archive
Viewing: All	Sort By: Newest
<b>Manager Evaluation: Annual Review: Kyle Busch (222222)</b> 20 second(s) ago - Effective MM/DD/YYYY	

The Employee's Goals/AORs will populate into the review first. You will be able to view the employee's goal rating to the right of the screen. Determine your rating for overall goal accomplishment; click the word **rating** and select your response from the dropdown menu and then click **Next**.

3. Click next to advance to the Capabilities rating section.

Summary	
Manager Evaluation	Employee Evaluation
Rating	Rating
Occasionally Exceeds Expectations	Meets Expectations

4. Evaluate your Employee on each of the IOOGA Capabilities (Integrity, Our People, Our Customers, Growth and Attitude).

**\*\*PLEASE NOTE:** Assistant Managers and above will have the following as an additional capability to be rated (Continuously Cultivating Our People).

Click the words **Manager Rating** and select your response from the dropdown menu; then, click **Next** to advance through the capabilities.

<b>Capability</b> Integrity: We are honest, fair and do what we believe is right.	
<b>Category</b> Integrity	
<b>Description</b> -Displays high integrity and honesty in all matters; walks the talk. -Does the right thing - more concerned with what is right than with being 'right'. -Speaks candidly and constructively about difficult or challenging issues facing the team or organization. -Exhibits humility; is modest about their own importance and contributions. -Demonstrates trust by promoting open dialogue and respecting confidentiality.	
<b>Manager Evaluation</b> <b>Manager Rating</b> Meets Expectations	<b>Employee Evaluation</b> <b>Employee Rating</b> Consistently Exceeds Expectations

5. Add your comments in the **Overall Annual Summary Section**. As with previous sections you will be able to view your Employee's comments to the right of the screen.
6. (Not Recommended) To override the system generated rating, follow the instructions below:

- a) If you want to override the rating, check the box **I want to change the Rating**, and then select a new overall rating for the employee from the dropdown. **IMPORTANT:** If you override the default rating, please provide a detailed explanation as to why you are making the change to the system generated rating in the **Comment** box.
- b) Add additional comments on your employee's performance and goal accomplishments for the review period in the **Comment** box as well.
- c) Click **Next** to save and continue.

7. In the next section, review any **Supporting Document(s)** that may have been uploaded by your employee. Simply click the link(s) to view those document(s).

Additionally, you will have the option to upload supporting document(s) as part of the employee's review. Click Add; then click Attach to attach document(s).

You can add as many documents as needed. When finished, click Next to save and continue.

## Errors when Submitting:

If you submit the review but did not complete the ratings in all required sections, you'll see an error in the top right of the screen:

Click **Open** to be directed back into the review. Go through each section screen-by-screen to find and rate the unrated sections, then resubmit.

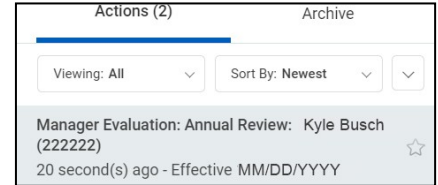
8. Once you've completed the Manager Evaluation steps for the Annual Review, you will see a summary of the entire Review containing all your ratings, comments and supporting documents. You have two options for how to proceed:
  - a) If you want to save your work and return later to make changes, click **Save for Later**.
  - b) If the written evaluation is complete, you can print it by clicking the printer icon in the upper right-hand corner then click **Submit**.


You will receive a **To Do** task in your Workday inbox informing you to schedule a one-on-one discussion to review the evaluation with your employee.

9. Once you have finished your meeting with the employee to discuss the review, return to the To Do item in your Workday inbox. **Make a note of the day and time of your one-on-one in the comment box** and add any other comments you feel will be helpful.
10. Click **Submit**. The review will now be sent to your Workday Inbox to be acknowledged. (Refer to the next section for instructions.)

## Manager Acknowledgement for Performance Review

1. Go to your Workday Inbox and click the **Manager Evaluation** task in the **Actions** column for the employee being reviewed.



2. Click  in the **Manager Acknowledgement** section. Then, click dropdown to choose **Acknowledged** under **Status**. Optionally, you can enter additional comments regarding the review into the **Comment** field.

The screenshot shows the 'Manager Acknowledgement' form. It has a 'Status' field with a red asterisk and a dropdown menu showing 'X Acknowledged'. Below the status field is a 'Comment' field with a rich text editor toolbar containing options for Format, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, and Unlink.

**NOTE:** Comments added to the Acknowledgement step will be viewable by the employee.

3. When finished, click **Submit**. The review is now viewable by the employee.

**Contact:** Please contact Human Resources with questions or concerns at [HR\\_General@discounttire.com](mailto:HR_General@discounttire.com).